

CHAPTER 7

BANKRUPTCY CASE OPENING

NOTE: This chapter should be utilized when filing Chapter 11 cases, cases where the filing fee will be paid in installments and for cases prepared without petition software.

**Opening a New Bankruptcy Case
(All Chapters)**

Statement of Social Security Number(s)

Upload a Creditor Matrix or Individual Creditor

Filing a Plan

Bankruptcy Case Opening

This module will demonstrate the steps to take to open a new bankruptcy case in the CM/ECF system. Note: If your bankruptcy petition software program provides the auto-upload case feature, it will not be necessary to enter the information as described in this module, nor to upload the creditor matrix. This will be auto-uploaded by using the Case Upload hypertext link on the Bankruptcy menu. Check with your petition software company to find out if the case upload feature is available.

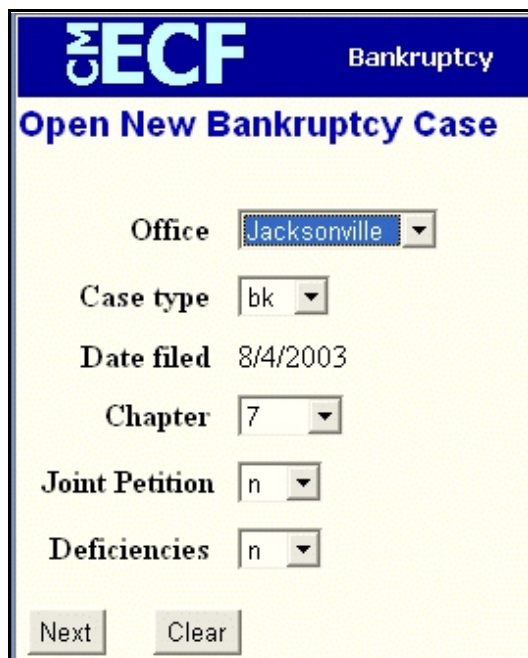
The Petition must be accompanied by a "Declaration Under Penalty of Perjury for Electronic Filing" and a "Statement of Social Security Numbers" in PDF format. Each item will be filed separately using the appropriate event. Both forms are available on the Court's website.

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Bankruptcy Events** menu displays.

◆ Click the Open a BK Case hypertext link.

STEP 3 The **Case Data** screen displays. (See Figure 1)



The screenshot shows the 'Open New Bankruptcy Case' screen in the CM/ECF system. The header includes the CM/ECF logo and the word 'Bankruptcy'. The title is 'Open New Bankruptcy Case'. The form contains the following fields and values:

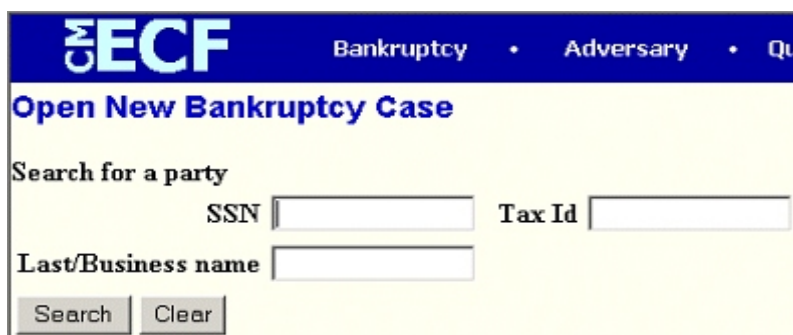
- Office: Jacksonville
- Case type: bk
- Date filed: 8/4/2003
- Chapter: 7
- Joint Petition: n
- Deficiencies: n

At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 1

- ◆ Click the drop down arrow ▼ to reveal the list of **Office** (division) options. Click to highlight the division in which the case is being filed. You may refer to Local Rule 1071-1 for a list of counties handled by the divisional offices.
 - ◆ The **Case Type** defaults to **bk** (bankruptcy). This is the only option. No action is necessary.
 - ◆ The **Date Filed** defaults to the current date. This date cannot be changed and will be deemed the filing date of the petition.
 - ◆ Click the down arrow ▼ to reveal the list of available **Chapter** options. (**Note:** The system defaults to Chapter 7.) Click to select the appropriate Chapter.
 - ◆ Click the down arrow ▼ to reveal the list of **Joint Petition** options. **Note:** The system defaults to '**n**' for no - meaning this is not a joint (husband and wife) filing. Accept the default, or click to select '**y**' for yes.
 - ◆ Click the down arrow ▼ to reveal the list of **Deficiencies** options. The system defaults to '**n**' meaning there are no deficiencies, and that this new filing contains all required documents. If any items are missing from the petition, click to select '**y**' for yes.
- Note:** If '**y**' is selected, you will be prompted to list the deficiencies in a later screen.
- ◆ Click **[Next]** to continue.

STEP 4 The **Search for a Party** screen displays. (See Figure 2)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation links for 'Bankruptcy', 'Adversary', and 'Qu'. Below the header, the main title is 'Open New Bankruptcy Case'. Underneath, there is a section titled 'Search for a party'. This section contains three input fields: 'SSN', 'Tax Id', and 'Last/Business name'. Below these fields are two buttons: 'Search' and 'Clear'.

Figure 2

- ◆ The database must always be searched to see if the debtor(s) exist before a new party can be added.
- ◆ Type the Social Security Number or Tax Identification Number.
- ◆ Click **[Search]** to continue.

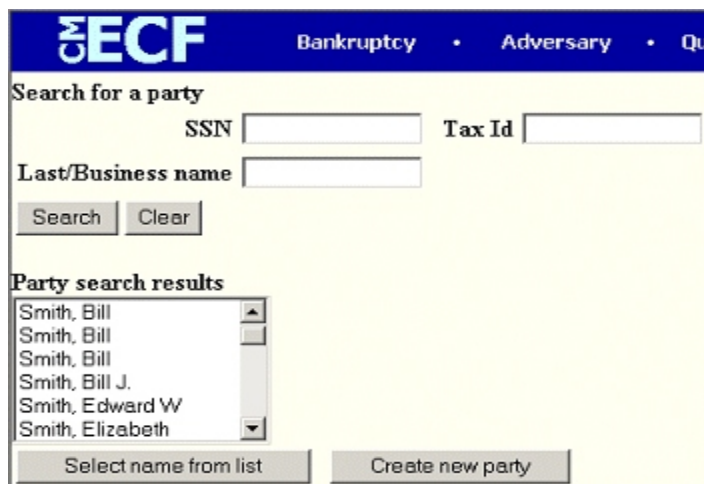
STEP 5 The **Party Search Results** screen displays. (See Figure 3)



The screenshot shows the ECF system interface. At the top is a blue header with the ECF logo and navigation links for Bankruptcy, Adversary, and Qu. Below the header is a yellow background section titled 'Search for a party'. It contains input fields for SSN, Tax Id, and Last/Business name, along with Search and Clear buttons. Below this is a section titled 'Party search results' which displays the message 'No person found.' and a 'Create new party' button.

Figure 3

- ◆ If the system does not locate the party in the database, the message “**No Person Found**” will be displayed.
- ◆ Click [**Create new party**] to add the debtor into the system and proceed to **STEP 6**.
- ◆ If the system does locate the party in the database, a **Party search results** screen will display. (See Figure 4)



This screenshot shows the same ECF interface as Figure 3, but the 'Party search results' section now displays a list of names: Smith, Bill; Smith, Bill; Smith, Bill; Smith, Bill J.; Smith, Edward W; and Smith, Elizabeth. Below the list is a 'Select name from list' button and a 'Create new party' button.

Figure 4

- ◆ Click the down arrow ▼ to reveal the entire list of search results. Click the name to view the **Person Address** box that contains the social security number/tax identification number, address and county.
- ◆ If the information is correct, click [**Select name from list**] and proceed to **STEP 7**.

- ◆ If the information is incorrect, click the other matches (if applicable) to view the information. If no match is found, click [**Create new party**] and proceed to **Step 6**.

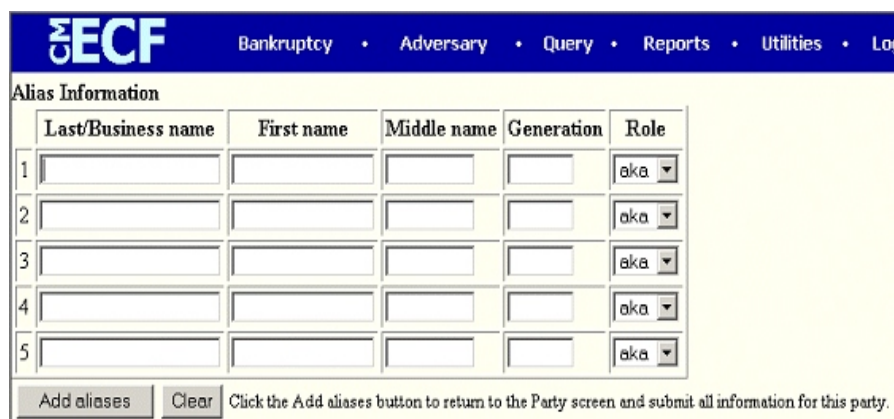
STEP 6 The **Party Information** screen displays. (See Figure 5)

The screenshot shows the 'Party Information' form in the CM/ECF system. The form is organized into several sections. The top section contains name fields: Last name, First name, Middle name, Generation, and Title. Below these are identification fields: SSN (with a sample number 222-11-1234) and Tax ID. The next section is for contact and location: Office, Address 1, Address 2, Address 3, City, State, Zip, County, and Country. This is followed by communication fields: Phone, Fax, and E-mail. The bottom section includes a ProSe dropdown menu (set to 'no') and a Role dropdown menu (set to 'Debtor (db:pty)'). A text area for 'Party text' is located below these. At the very bottom, there are buttons for 'Alias...', 'Review...', a note 'Add all aliases before clicking the Submit button.', 'Submit', 'Cancel', and 'Clear'.

Figure 5

- ◆ As shown on the petition, enter the following information:
 - ◆ **Last name** of the debtor. If the debtor is a business, enter the full business name in the **Last name** field.
 - ◆ **First name** of the debtor.
 - ◆ **Middle name** of the debtor.
 - ◆ **Generation** of the debtor, if applicable (i.e.: Jr, Sr, III, II).
 - ◆ **Title** of debtor, if applicable (i.e.: MD, PHD).
- Note:** Information should be typed using upper and lowercase letters and no punctuation should be used. Refer to Style Guide for Electronic Case Filing.
- ◆ **SSN** (Social Security Number), or **Tax ID** (tax identification) of the debtor.
 - ◆ **Office** name of the debtor, if applicable. This field is used infrequently.
 - ◆ **Address 1**, **Address 2** and **Address 3** can be utilized for the debtor's mailing address.
 - ◆ **City**, **State** and **Zip** information.

- ◆ Click the down arrow ▼ to reveal the list of **County** options. For a faster search, type the first letter of the county name. When located, click to highlight.
- ◆ Do not enter the **Country** unless the country of the debtor's residence is outside the United States.
- ◆ **Phone, Fax** and **E-Mail** information of the debtor should not be entered. If entered, the information will be viewable to the public.
- ◆ The **ProSe** box automatically defaults to '*n*' for no, meaning that the debtor *is not* representing himself. You will automatically be added as the attorney for this debtor by the CM/ECF system once the case is filed.
- ◆ The **Role** type defaults to "**Debtor (db:pty)**". No change is necessary unless you are entering the joint debtor. In which case, click the down arrow ▼ to reveal the list of options and click "**Joint Debtor (jdb:pty)**" to highlight.
- ◆ The **Party Text** box can be used to add an additional descriptive nature to the debtor's name. For example: If the debtor was General Foods Store, a division of General Motors Corporation, enter: *General Foods Store* in **Last name** field, and enter: *a division of General Motors Corporation* in **Party text** field.
- ◆ If the debtor has any aliases, click [**Alias**] to enter the alias information. The **Alias** screen displays. (See Figure 6)



	Last/Business name	First name	Middle name	Generation	Role
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka ▼
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka ▼
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka ▼
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka ▼
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka ▼

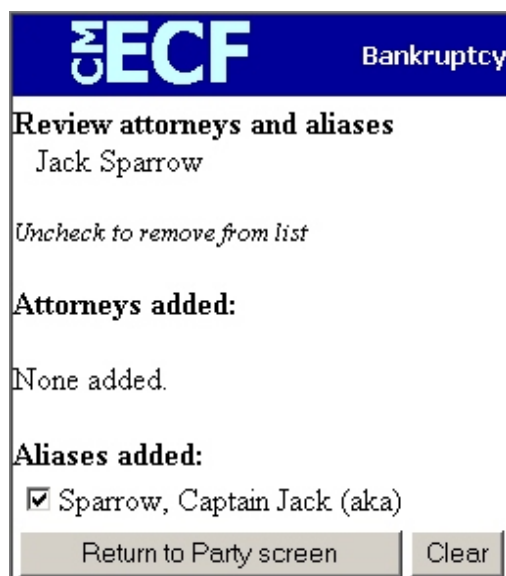
Click the Add aliases button to return to the Party screen and submit all information for this party.

Figure 6

- ◆ Enter up to five aliases for this debtor.

- ◆ Click the down arrow ▼ to reveal the list of options in the **Role** category. They are: aka (also known as), dba (doing business as), fdba (formerly doing business as) and fka (formerly known as).
- ◆ Click to select the appropriate **Role** type for each alias entered.
- ◆ Click **[Add aliases]** to submit.
- ◆ If you make a mistake during the addition of aliases, click **[Clear]** to begin again.
- ◆ If you have more than five aliases to add for this debtor, click **[Add aliases]** to add the first five. Then click **[Alias]** again to submit additional aliases. This may be done as often as necessary until all aliases are added to the system.

STEP 7 The **Party Information** screen displays again. Click **[Review]** to verify the debtor's alias information. (See Figure 7)



ECF Bankruptcy

Review attorneys and aliases

Jack Sparrow

Uncheck to remove from list

Attorneys added:

None added.

Aliases added:

☒ Sparrow, Captain Jack (aka)

Figure 7

- ◆ If an alias was entered incorrectly, you must remove the check mark next to the incorrect alias to delete as an alias cannot be edited. Click **[Return to Party screen]**, and click **[Alias]** to re-enter the correct alias information.
- ◆ You will note that in the **Attorney(s) added:** section the message "**None added**" will display. CM/ECF knows who you are, based upon your attorney login, and will automatically add you as the attorney for the debtor.

- ◆ If all information is correct, click **[Return to Party screen]** to continue.
- ◆ When all the information is correct, click **[Submit]** to continue.

STEP 8 The **Search for a Party (joint debtor)** screen displays if you answered “y” at the beginning of the transaction. **(Figure 8)** If you have a non-joint case, proceed to **Step 9**.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the ECF logo and navigation links for 'Bankruptcy', 'Adversary', and 'Qu'. Below the header is a yellow section titled 'Open New Bankruptcy Case'. Under this title is a sub-section 'Search for a party(joint debtor)'. This section contains three input fields: 'SSN', 'Tax Id', and 'Last/Business name'. Below these fields are two buttons, 'Search' and 'Clear', and at the bottom of the section is a button labeled 'End party selection'.

Figure 8

- ◆ Repeat **Steps 4 through 7** for the Joint Debtor.

Note: The option to copy previous party's (main debtor) address will appear checked. If the joint debtor has a different address, remove the check mark before continuing.

- ◆ Click the down arrow ▼ to reveal the list of **Role** type options and click **“Joint Debtor (jdb:pty)”** to highlight.

Note: If this is a joint filing but was not indicated as such **or** if joint filing was inadvertently marked at the beginning of the transaction, return to **Step 1** and begin again.

STEP 9 The **Statistical Data** screen displays. (See Figure 9)**Open New Bankruptcy Case**

The screenshot shows a web form titled "Open New Bankruptcy Case". It contains several sections of input fields:

- Type of debtor:** A group of checkboxes including Individual (checked), Corporation, Partnership, Other, Railroad, Stockbroker, and Commodity Broker.
- Fee status:** A dropdown menu currently showing "Paid".
- Nature of debt:** A dropdown menu currently showing "consumer".
- Voluntary:** A dropdown menu currently showing "Voluntary".
- Origin:** A dropdown menu currently showing "Original".
- Date split/transfer:** An empty text input field.
- Asset notice:** A dropdown menu currently showing "No".
- Estimated number of creditors:** A dropdown menu currently showing "1-15".
- Estimated assets:** A dropdown menu currently showing "\$0-\$50,000".
- Estimated debts:** A dropdown menu currently showing "1 \$0-\$50,000".

At the bottom of the form are two buttons: "Next" and "Clear".

Figure 9

- ◆ Indicate the **Type of Debtor** by clicking inside the appropriate box.
- ◆ Click the down arrow ▼ to reveal the list of options in the **Fee Status** category. The choices are Paid, Installment, and Credit Card. Select the appropriate payment method.
 - ◆ **Paid** is for Court use only.
 - ◆ Select **Credit Card** for filing fees paid in full.
 - ◆ Select **Installment** if an Application to Pay Filing Fee in Installments will be filed and only partial payment will be made.
- ◆ Click the down arrow ▼ to reveal the list of options in the **Type of Debtor** category. The default is Consumer. The other option is Business.
- ◆ Click the down arrow ▼ to reveal the list of options in the **Voluntary** category. The default is Voluntary, indicating the petition is a voluntary filing. The other option is Involuntary.
- ◆ Click the down arrow ▼ to reveal the list of options in the **Origin** category. The default code is **Original** and should not be changed.
- ◆ **Date Split/Transfer** is for Court use only.
- ◆ Click the down arrow ▼ to reveal the list of options in the **Asset notice** category. The default is **"No"**.
 - ◆ If the filing is a Chapter 9, 11, 12 or 13 petition, click to highlight **"Yes"** for asset case.

- ◆ If the filing is a Chapter 7 petition, click to highlight “**No**” for no asset case.

Note: For cases filed in **Orlando**, choose the option to reflect what is listed on the petition.

- ◆ Click the down arrow ▼ to reveal the list of options in the **Estimated Creditors** category. Click to select the correct range.

>	1 -15
>	16 - 49
>	50 - 99
>	100 -199
>	200 - 999

- ◆ Click the down arrow ▼ to reveal the list of options in the **Estimated Assets** category. Click to select the correct range.

>	Under \$50,000
>	\$50,001 - 100,000
>	\$100,001 - 500,000
>	\$500,001 - 1 million
>	\$1,000,001 - 10 million
>	\$10,000,001 - 50 million
>	\$50,000,001 - 100 million
>	More than \$100 million

- ◆ Click the down arrow ▼ to reveal the list of options in the **Estimated Debts** category. Click to select the correct range.

>	Under \$50,000
>	\$50,001 - 100,000
>	\$100,001 - 500,000
>	\$500,001 - 1 million
>	\$1,000,001 - 10 million
>	\$10,000,001 - 50 million
>	\$50,000,001 - 100 million
>	More than \$100 million

- ◆ When all options are correctly selected, click **[Next]** to continue

STEP 10 The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file with the docket entry.

Note: One PDF image is allowed for the Petition, Summary of Schedules, Schedules, Statement of Affairs, Statement of Intentions and Disclosure of Compensation. The Declaration Under Penalty of Perjury for Electronic Filing, Statement of Social Security Numbers, Plan (if applicable) and Application to Pay Filing Fee in Installments (if applicable) will be docketed as separate events and **should not** be part of the PDF image.

- ◆ The **Attachments to Document** option defaults to **No** and should not be changed.
- ◆ Click **[Next]** to continue.

STEP 11 The **Deficiency** screen displays. (See Figure 10)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Log

Open New Bankruptcy Case

IMPORTANT NOTE: If the Disclosure of Compensation of Attorney is **NOT** filed, **delete** this text.

Disclosure of Compensation

IMPORTANT NOTE: If the Statement of Intentions is **NOT** filed, **delete** this text.

Statement of Intentions

IMPORTANT: List any deficiencies to the petition and schedules here:

Schedules A-J, Statement of Affairs

Next Clear

Figure 10

- ◆ The first text box automatically notes that the Disclosure of Compensation has been filed. If you have not filed the disclosure of compensation, delete the text.
- ◆ The second text box automatically notes that the Statement of Intentions has been filed (if applicable to the bankruptcy chapter that is being filed). If you have not filed the statement of intentions, delete the text.

- ◆ In the third text box, type the deficiencies to the petition and schedules (if applicable) using a comma “,” to separate the deficiencies. (i.e.: Schedules A-J and Statement of Financial Affairs). The items listed will be reflected in the Docket Text.

Note: The Court will issue a deficiency notice.

- ◆ Click **[Next]** to continue.

STEP 12 The **Filing Fee** screen appears.

- ◆ If you selected “**Installment**” at the **Statistical Data** screen, enter the initial fee that will be paid (i.e.: \$50.00).
- ◆ If you selected “**Credit Card**”, the full fee must be paid and the payment screen will appear at the end of the filing.
- ◆ Click **[Next]** to continue.

STEP 13 The **Final Docket Text** screen displays. (See Figure 11)

The screenshot shows the ECF Bankruptcy Case Opening interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, and Reports. Below the bar is a link to 'Open New Bankruptcy Case'. The main content area is titled 'Docket Text: Final Text' and contains a yellow box with the following text: 'Voluntary Petition under Chapter 7. (Verify Fee) Disclosure of Compensation, Statement of Intentions, Schedules and Statements (Incomplete). Deficiency: Schedules A-J and Statement of Financial Affairs. Filed by Christine Baker on behalf of Jack Sparrow. (Baker, Christine)'. Below this text is a red 'Attention!!' message: 'Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom are two buttons: 'Next' and 'Clear'.

Figure 11

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
 - ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket Text is incorrect:

- ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
- ◆ To abort or restart the transaction, return to **Step 1** and begin again.

STEP 14 The **Electronic Payment** screen displays. (See Figure 12)

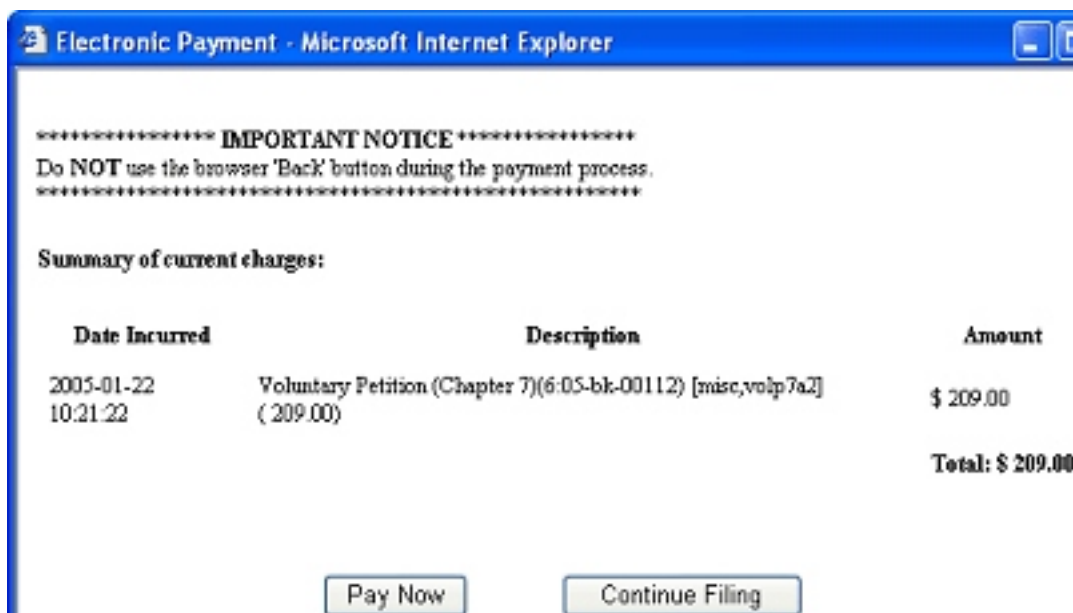


Figure 12

- ◆ A summary of current charges appears showing the *date incurred*, *description* and *amount*.
- ◆ The user has the option to **[Pay Now]** or **[Continue Filing]**. Although the court recommends that you pay as you go, you may pay at the end of each CM/ECF session.

Note: If you receive **ANY** messages/warnings during the payment process, **IMMEDIATELY** contact the help desk in the appropriate division. **DO NOT** make further attempts to pay fees without instruction from the Clerk's office. Also, **DO NOT** use the **BACK** button during the payment process. Failure to take these precautions may cause you to be charged twice for the same fee.

- ◆ Select **[Continue Filing]** if you are filing multiple cases and want to submit one payment at the end of each CM/ECF session. (You can also combine other fee-based filings before submitting payment). Proceed to **Step 18**.
- ◆ If you select **[Pay Now]** proceed to **Step 15**

STEP 15 The **Payment Information** screen will display. (See Figure 13).

Pay.Gov - Enter Payment Information - Microsoft Internet Explorer

Notices & Agreement

Enter Payment Information

Cardholder Name:	Connie Delamater *
Address:	801 N. Florida Avenue *
Address 2:	
City:	
State:	-- OR --
Province / Region / County:	
Country:	
(Instead of state, if necessary)	
Zip Code:	33602 *
Card Type:	Visa *
Card Number:	
Security Code:	
Expiration Date:	/
Payment Amount:	\$370.00 *

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

Continue Quit

Plastic Card Payment Steps

1. Select Payment Type
2. **Enter Payment Information**
3. Authorize Payment / Payment Summary
4. Payment Confirmation

Figure 13

- ◆ The fields marked with a red asterisk are mandatory fields. Your name, street address and zip code are automatically filled in based on the information in your ECF account. It is not necessary to add your city and state unless you prefer this information to appear in your confirmation receipt.
- ◆ Click the card type. The court accepts the following credit cards:

Visa
Master Card
Discover
American Express
Diner's Club

- ◆ Enter the credit card number.
- ◆ The security code is not required but can be used to provide internal control of your credit card. The transaction will fail if the security code from the back of the card is not entered correctly.

- ◆ Select the card's expiration month from the drop down list and enter the expiration year.
- ◆ Verify the amount being paid and click **[Continue]**.

STEP 16 The **Payment Summary and Authorization** screen displays. (See Figure 14).

The screenshot shows a web browser window titled "Pay.Gov - Payment Summary and Authorization - Microsoft Internet Explorer". The page has a blue header bar with the title. Below the header, there is a section titled "Payment Summary and Authorization" in a blue box. The main content area is divided into two columns. The left column contains cardholder and payment information:

Cardholder Name:	Connie Delamater
Address:	801 N. Florida Avenue
Address 2:	
City:	
State:	
Country:	
Zip Code:	33602
Card Type:	Visa
Card Number:	*****1111
Expiration Date:	4 / 2007
Payment Amount:	\$370.00
Current Date and Time:	08/04/2004 01:24 PM

The right column is titled "Plastic Card Payment Steps" and contains a numbered list:

1. Select Payment Type
2. Enter Payment Information
3. **Authorize Payment / Payment Summary**
4. Payment Confirmation

Below the information, there is an "Authorization*" section with a checkbox and text: "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement." Below this is a "Confirmation Receipt Request" section with text: "To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below." There are two input fields for "Email Address:" and "Re-enter Email Address to Confirm:". At the bottom, there are three buttons: "Make Payment", "Edit", and "Cancel". A note at the bottom states: "Press the 'Make Payment' button only once. Pressing this button more than once could result in multiple transactions."

Figure 14

- ◆ Verify information and if acceptable, click the Authorization box.
- ◆ If you would like to receive a confirmation e-mail, key in your e-mail address in both fields.

Note: In testing we have found that certain keystrokes, such as hitting the enter key twice, will cause you to receive duplicate confirmation e-mails even though you have only made one payment. Best practice is to click the **[Continue]** and **[Make Payment]** buttons with your mouse.

- ◆ Click **[Make Payment]**.

STEP 17 The **Transaction Receipt** screen displays. (See Figure 15).

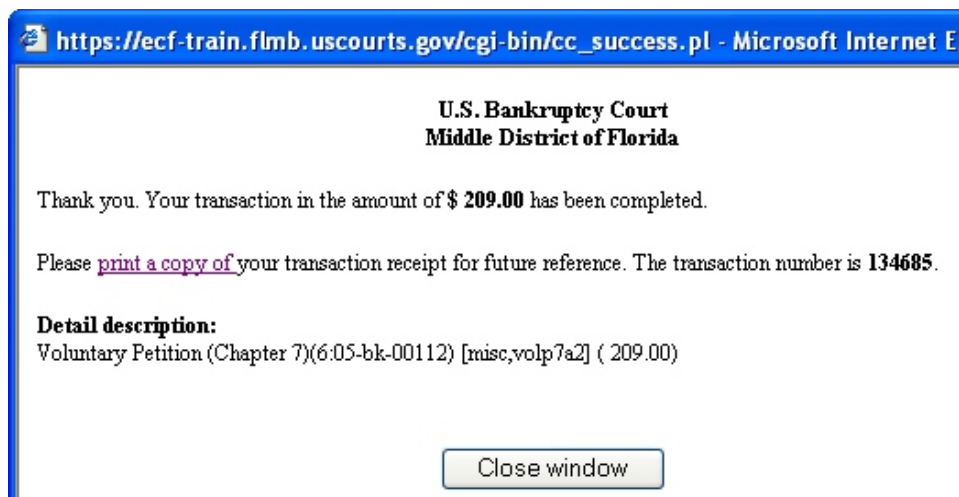


Figure 15

- ◆ You can print this screen by clicking on the **print a copy of** hypertext link to save the transaction for future reference. If you provided your e-mail address, the confirmation e-mail you receive will contain the same information.
- ◆ Click **[Close Window]** to continue.

STEP 18 The **Notice of Bankruptcy Case Filing** screen displays. (See Figure 16).

Open New Bankruptcy Case

U.S. Bankruptcy Court

Middle District of Florida

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Baker, Christine entered on 1/22/2005 at 10:21 AM EST and filed on 1/22/2005

Case Name: Jack Sparrow

Case Number: [6:05-bk-00:12](#)

Document Number: [1](#)

Docket Text:

Voluntary Petition under Chapter 7. (Verify Fee) Disclosure of Compensation, Statement of Intentions, Schedules A - J, Suram
on behalf of Jack Sparrow. (Baker, Christine)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: F:\MEMO\L Directory\Attorney Training PDF Documents\Petition, Schedules, Statements.pdf

Electronic document Stamp:

[ETAMP bkccfStamp_ID=1021488240 [Date=1/22/2005] [FileNumber=153938-0]

[73a9ee474f3a154b0ff54b229b8117e57173702134f3e00ffda169f330233b08f803

5b244544f2984e0119ca3d069a4429a9d53b3ce3b48d5372bfe33a5706]]

6:05-bk-00112 Notice will be electronically mailed to:

Christine Baker Christine_Baker@FLMB.USCOURTS.GOV

6:05-bk-00112 Notice will not be electronically mailed to:**Figure 16**

- ◆ Clicking on the **Notice of Bankruptcy Case Filing** hypertext link will present official certification that the filing has been received electronically by the court. A PACER account is necessary to view this link.
- ◆ The assigned case number will appear. The Judge, Trustee and 341 Meeting information will not be immediately available.
- ◆ Clicking on the case number hypertext link will present the *Docket Report* for this case. A PACER account is necessary to view this link.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.

- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.